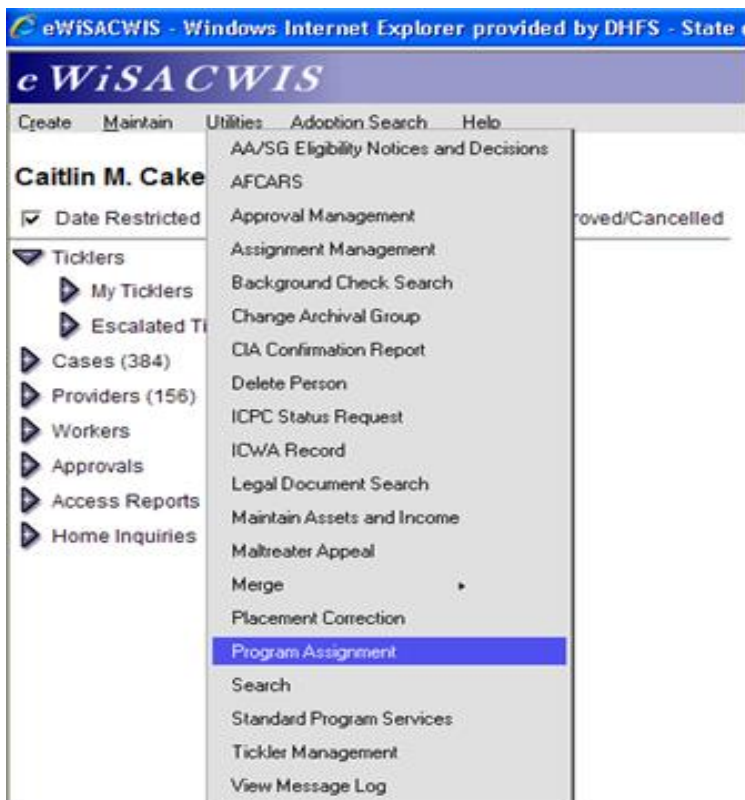


In Home Safety Services – Balance of State Program Assignment Quick Reference Guide

From your desktop → Select Utilities → Select Program Assignment



Hit Search in the top right corner of the page → Search by the child's name

****Each child in a family receiving In Home Safety Services will need to be searched and entered individually.**

Select the radio button for the correct child → Select Continue

On the Program Assignment page → Select Insert

Complete information strip:

Program dropdown → In-Home Safety Services

Group dropdown → Select your IHSS consortium

Case dropdown → Select the correct case. Please select only the “CPS Initial Assessment” case type, versus other potential case types, such as “Child Welfare.”

Enter Begin Date

Begin date = the date the family began receiving In Home Safety Services

**The Begin Date can not be a future date.

Enter Estimated End Date

Estimated End Date = the *anticipated* date In Home Safety Services will end with a family.

Click Save

The screenshot shows a web browser window titled "http://fedaplv06/ - Program Assignment - Windows Internet Explorer". The page header is "eWiSACWIS" with links for Print, Spell Check, and Help. The "Child Information" section contains fields for Child's Last Name (Test), Child's First Name (Kid), Child's Person ID (50000000), and DOB (06/06/2011), with a Search button. The "Program Assignment" section features a table with columns: Program, Group, Case, Begin Date, Estimated End Date, End Date, and a Delete button. The "Program" dropdown is set to "In-Home Safety Services", and the "Group" dropdown is open, showing options: Dodge Consortium, Kenosha County, LaCrosse Consortium, and Rock Consortium. The "Case", "Begin Date", "Estimated End Date", and "End Date" fields are all empty, showing "00/00/0000". At the bottom right of the form are buttons for Insert, Save, and Close. An "Options:" dropdown and a "Go" button are at the bottom left. The browser status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and "100%" zoom.

Program	Group	Case	Begin Date	Estimated End Date	End Date	
In-Home Safety Services	<div>Dodge Consortium Kenosha County LaCrosse Consortium Rock Consortium</div>		00/00/0000	00/00/0000	00/00/0000	Delete

Closing Program Assignment

End date = the final date In Home Safety Services are provided to the family

**The End Date can not be a future date.